



JOINT FORCE HEADQUARTERS WISCONSIN

**WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111**

Job Opportunity

Number 04-092

WISCONSIN ARMY NATIONAL GUARD

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 28 June 2004	CLOSING DATE: 12 July 2004
POSITION: Heavy Mobile Equipment Mechanic, Position Description Control #70236000, WG-5803-08	LOCATION: FMS #1, Camp Williams, WI
SALARY RANGE: WG-08, \$15.99 to \$18.66 per hour	TYPE OF APPOINTMENT: Excepted

Also on our web site at: <http://dma.wi.gov/tech.asp>

REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS: The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*****INSTRUCTIONS FOR APPLYING - Please read this before you submit your application*****

Applicants will submit either a SF 171, OF 612 or Resume, which **MUST** include the following information:

(Incomplete applications will not be accepted)

- ? Job Opportunity Number
- ? Social Security Number, Country of membership
- ? Military affiliation (branch-current and previous, rank and experience or training related to the position apply for)
- ? Highest Federal Civilian grade held (include job series and date held).
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- ? Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions). **DO NOT SUBMIT APPLICATIONS IN 3 RING BINDERS.**
- ? Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- ? If you list acronyms please explain in detail what they are.
- ? Applications must have an original signature and current date. Resumes must have a signed and dated cover sheet attached.
- ? Separate applications are required if applying for more than one Job Opportunity Announcement.
- ? Applicants should also submit DMA Form 181 or Standard Form 181.
- ? Applicants may submit DMA Form 20 and/or 21 to document military schools and address KSAs.

HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION: 1. Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only experience related to the job will be considered. 2. Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. 3. Sufficient narrative description of specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your application. 4. DD Form(s) 214 (if applicable) should be attached to the application. 5. Veterans preference does not apply to positions in this agency.

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Prior to appointment selected individual must complete and pass a preplacement physical

Information should be sent to **The Adjutant General, Wisconsin, ATTN: WIJS-J1, PO Box 8111, Madison, WI 53708-8111; for registered or priority mail please send to the attention of The Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service, otherwise they cannot be employed. *Applications must be mailed at the applicant's own expense. When circumstances may cause your application to arrive after the closing date you may fax or e-mail an exact and complete, signed copy of your application to the HRO. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Any questions may be directed to the Personnel Staffing Technician at (608) 242-3722 or DSN 724-3722, or FAX (608) 242-3726 or DSN 724-3726.*

MILITARY MEMBERSHIP REQUIREMENTS: This position can only be occupied by an enlisted person or person eligible for enlistment in the Wisconsin Army National Guard. Must be a U.S. citizen. **Military Grade:** Grade currently held provided it is in a unit supported by FMS #1 (not to exceed E-9), otherwise the maximum grade available is E-6. Compatible is CMF 63 and MOS is 88M and 88Z. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment. **Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules. Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT):**

REQUIRED QUALIFICATIONS

Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.* **General Experience:** Experience, education or training which demonstrates the applicant's ability to repair heavy mobile systems and vehicles. Must have the ability to interpret technical manuals, illustrations, specifications, diagrams, schematics and similar guides to make repairs and modifications. Must be skilled in the use of diagnostic and test equipment to determine mechanical problems. Must possess a valid Wisconsin driver's license. **Specialized Experience:** Must have Twelve (12) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Knowledge of and skill in servicing, repairing, and maintaining heavy mobile equipment.
- b. Ability to troubleshoot malfunctions and determine causes of mechanical problems.
- c. Skill in use of hand tools and precision measuring equipment.
- d. Skill in use of diagnostic and test equipment.
- e. Ability to interpret technical manuals, illustrations, specifications, diagrams and schematics to make repairs and modifications.

Substitution of Education for Specialized Experience: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

Brief Description of Duties and Responsibilities: Performs repairs on heavy mobile equipment and vehicles to include tanks, self-propelled artillery, tracked cargo and personnel carriers, bulldozers, road graders, mobile cranes, front loaders, 5 ton and larger trucks, tank retrievers, armored vehicles, mounted bridge launchers and combat engineer vehicles. Independently performs minor repairs and maintenance functions that can be accomplished by cleaning, reinstalling, or replacing defective parts of components and systems such as injectors, leaking wheel cylinders, corroded mufflers, fuel tanks, brake cylinders and worn brake shoes, voltage regulators, generators, injector pumps, and fuel pumps. Through visual checks and use of a small variety of test equipment such as timing lights, locates and then repairs and adjusts worn, dirty or poorly adjusted parts. Makes tune-up type adjustments and settings such as, adjusting magnetos and timing engines according to established specifications.

Benefits Available: The following benefits are available under the Federal Civil Service System: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 15 days Military Leave.

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DISTRIBUTION: E, S, {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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